

~~SECRET~~

NCR 25-3 Key As a Machine Support Serv.

MACHINE DIVISION WORKLOAD
1963Key Punching

- a. SCIPS
- b. NIS Gazeteer (since 1949) *were processing Gazeteer
D Russian News items in 1968*
- c. Graphic Register Spot and Personality Photographs
- d. " " Film Index and Film Inventory
- e. Biographic Register Daily work and International Conferences
- f. CIA-DIA Requirements
- g. Intellofax
- h. Industrial Register Listings
- i. Document Division Dissemination Control and DARE Nodex project
- j. Publications Procurement
- k. OBI and ORR Time Study
- l.
- m. ORR Requirements
- n. Document Division Dictionaries

ILLEGIB

25X1

April 1966

*monthly up
or April 66
11-18/11*

- ✓ 1. Listings of Collection Guid
(CGS) Requirements
- ✓ 2. CD publications "Foreign Equipment
Dictionary" - punched & listing prepared

Mar 66 Punching & Valuabing "FDD Publications
Survey Questionnaire" & on
punching & preparing ~~SECRET~~ *PD 1 Contractor's list*

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25X1

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Tom Alex's
Ch. IV J 78-11

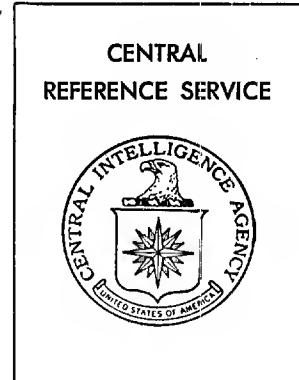
Machine Division

The Machine Division maintained close contact from the outset with leading designers and manufacturers of information retrieval and micro-photographic equipment. In fact, the ingenuity and expertise of OCD employees and the unique information handling needs of OCD in some instances led to the development of new machinery or new applications of existing equipment especially adapted to its operating needs. The utilization of aperture cards for storage, the Photostat Expediter for rapid reproduction, introduction of the Flexowriter, modification of Recordak cameras, and testing closed circuit television equipment were but some of the projects reviewed and adapted by the Machine Division. The expertise of the personnel of this Division was constantly refreshed by special training which kept them abreast of the rapidly changing technology and prepared them for conversion to the world of computers.

Not all experimentation was successful. In 1954, the AD/CD had some doubts whether the Rapid Selector (a machine for the rapid sorting of material on microfilm, developed by Vannevar Bush and others) could be adopted for OCD's special needs. The AD/CD had suggested that the machine not be delivered to OCD until it could carry the workload OCD required of it after testing. If it could not meet the standards he set, OCD should not accept delivery. The machine failed the test. Another item tested was the Videograph Reproduction System, developed by the A.B. Dick Company, of interest to OCD as an improved office reproduction system which would be dry process, faster than the Photostat Expeditors, and equipped to handle both aperture cards (16 x 16/35mm) and hard copy. Two years of developmental work and testing (1960-62) led to its rejection by OCD because the end product was of unacceptably poor quality. Another experiment, MINICARD, was terminated in 1960 when it was concluded that it would not provide substantially improved service to compensate for costly and cumbersome processing procedures.

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DD

effect of formation of Doc Systems first in 1966
 (see history 1963) recommended single customer contact in DD.
 (see history 1963) disappeared by ex Dir

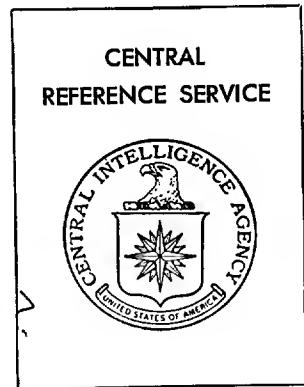
Mach D.

NIS San Jose. What were
 they? When & how did MD
 get involved in their production

What was Automation Dev
 group (ADG)? What effect did it
 have on machine design, if any? How was it related
 to old EAM techniques, if any? What would it do?

X

Dev. of computer techniques &
 replace EAM techniques. When
 began? how? why? result? future plans?



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by

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Inter-library loan arrangements with govt, institutional & other libraries (how were these dev? what were some of the other institutions? were there peculiarities in relations due to nature of CIA?)

SATIS? (what was it? why estab? when?)

CR.1 on Intell. Ref. Material first OCR pub. (why published? when? whose initiative? usefulness).

Agreement to have CIA by microfilm copies J00, FDD & DDP reports declared as record copy for those series in 1963 (why? results?)

Exchange of CIA pub. to academic community

Is this also part of D (when began? why? how did it start)

DD

what had the procedures for passing doc been before DD was formed? why was it formed? how was it organized? where did its components come from? how did DD support DDT rep abroad & foreign liaison offices?

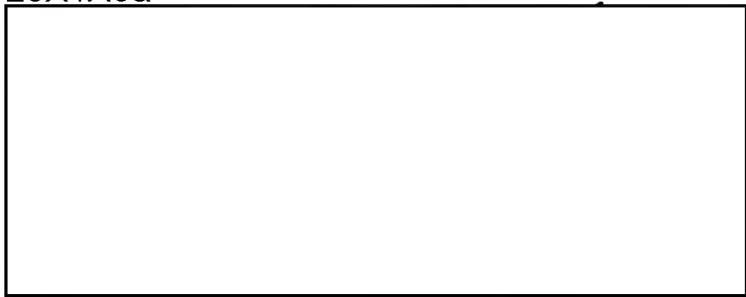
dev of DDT system (why? how? when?) between what points? advantages? over

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Machine Div

Personnel

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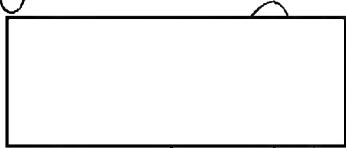


Machine Div
departed

fact^{to} for ser &
punch card punch
operators for the
Machine Translation
Program.

30 Nov 60

25X1A9a

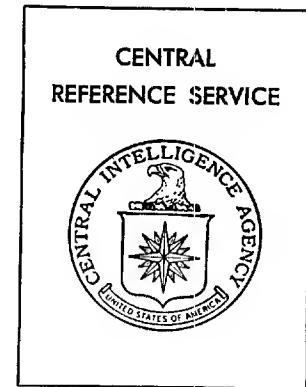


MD,

transferred from OCR &
Reproduction Unit, DD/T

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IBM FILES DUPLICATED FOR OTHER AGENCIES

One-Time Requests Approved For Release 2003/12/09 : CIA-RDP84-00951R000300030009-9

Agency	Date	Title of File	Volume	Man Hours	Total Cost	
AIR	2/12/62	IR CR/13 Publication - Pol. Sub Codes	248	1	\$ 3.25	
AIR	2/15/62	USSR Gazetteer	392,000	120	777.50	
AIR	5/ 2/62	USSR Gazetteer - Place Names nr GM Sites	16,000	6	34.80	
AIR	11/ 2/62	DD ISC Numeric Area Deck	799	1	3.60	
DIA	3/ 3/62	South Vietnam Gazetteer	10,000	4	22.85	
DIA	10/22/62	IR USSR Travel Folder - Years 59-60	40,000	24	114.25	
DIA	11/21/62	[REDACTED]	25X6A	95	549.25	
DIA	12/14/62	CIA Requirements	5,000	3	15.40	
DIA	12/28/62	IR USSR Travel Folder - Years 57-58	26,000	40	135.50	
DIA	7/ 3/63	IR CR/13 Publication - USSR Locations	12,500	5	28.00	
NAVY	7/30/62	DD ISC Dictionary	9,762	4	22.85	
NSA	5/22/62	IR Industrial Dossier File - E. Germany	1,250	16	42.20	
			Total	<u>764,159</u>	<u>319</u>	<u>\$1,749.45</u>

Requests Filled Prior to Last Two Years

AIR	W. Germany Gazetteer	129,000	60	312.25
ARMY	USSR & China Gazetteer	470,000	200	1084.00
NSA	CR/13 Publication - USSR Locations	12,500	5	28.00
NSA	Albania Gazetteer	16,000	6	34.80
NSA	Bulgaria Gazetteer	23,700	15	69.55
NSA	Czechoslovakia Gazetteer	36,000	20	98.35
NSA	E. Germany Gazetteer	40,000	24	114.25
NSA	Hungary Gazetteer	25,000	15	72.00
NSA	Poland Gazetteer	51,500	28	140.50
NSA	Rumania Gazetteer	36,500	20	98.85
NSA	USSR Gazetteer	392,000	120	777.50
NSA	Yugoslavia Gazetteer	40,000	24	109.50
	Total	<u>1,272,200</u>	<u>537</u>	<u>\$2,939.55</u>

Continuing Requirements

DIA	Monthly	CIA Requirements	200	1	\$ 3.25
JIB/Mel.	Bi-Mo.	ORR [REDACTED]	25X6A 2,000	8	20.95
NSA	Bi-Mo.	BR Dossier Index File	2,600	2	8.45
NSA	Weekly	*DD Raw Intel. Reports - Micro. Reels	22	5	34.28
NSA	Weekly	*Ly Aperture Work Cards	3,500	3	12.37
NSA	Weekly	*Ly Intellofax Source Cards	3,500	3	12.37
	Total	<u>11,822</u>	<u>22</u>	<u>\$ 91.67</u>	

* Re-imbursed as per attached agreement

Machine Division

Reorganization 1955

PLA

Chief, Machine Division
Deputy Chief

Planning Staff

Microfilm Branch

Operations Branch

Electronic Maintenance Br.

"humans"
"dev"
was. Sept 55
Dobler
Baldwin
1953-55
60-13911

Card Punch
Sift Control
Gaster

Brubaker
Hiles, Bunker, etc

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CENTRAL
REFERENCE SERVICE



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Nov 27

out Production

Index. file 85,395

Plan. Index 5,974

Graphics Chart 3,034

Logistics 18,053

Information Trade, Inc 1,094

Zodiac Control 316

Orbit 336

PCO Basic Order 4,398

" Catalog 2,013

CSI Index Add. 2,344

TS Control 71

OCO Batch Control 6,586

Index Master Add 13,132

OIT Special Control 1,809

Special Jobs ~~7,479~~

~~7,479~~
~~1,50869~~